



# State of Nevada – Department Of Personnel

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## CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>SUPERVISOR, LOCALLY ASSESSED PROPERTIES</b>	<b>38</b>	<b>B</b>	<b>7.426</b>

### DEFINITION OF CLASS:

Under general direction, supervises the valuation of residential, commercial, industrial, agricultural and personal properties statewide for ad valorem tax purposes, pursuant to Title 32 of the Nevada Revised Statutes; consults with and assists county assessors in the development, use and maintenance of standard assessment procedures; represents the Department of Taxation at the State Board of Equalization, and performs related work as required.

### DISTINGUISHING CHARACTERISTICS:

This is a single position class. Incumbents in this classification report to the Chief, Division of Assessment Standards and supervise property appraisers.

EXAMPLES OF WORK: (The following is used as a partial description and is not restrictive as to duties required.)

Supervises and reviews the performance of a staff of property appraisers responsible for conducting appraisals of residential, commercial, industrial, agricultural and personal properties statewide. Supervision includes selection, work assignment and review, training, performance appraisal and recommendation of disciplinary action.

Coordinates staff in conducting various required studies and reports regarding assessment levels and other statistics on the values of property types. Participates in presenting completed reports to the Tax Commission and makes recommendations on corrective action to be taken.

Audits records and reviews office practices of county assessors to ensure compliance with state law. Assists assessors in implementing appropriate assessment practices and procedures in order to attain or retain equalization of assessments and/or compliance with state law.

Interprets for taxpayers and governmental and other public groups either orally or in writing the meaning of statutes, codes, policies, procedures, results, etc. regarding appraisals and assessments. Meets to discuss and resolve differences.

Oversees the research and analysis of complex valuation issues and develops and recommends policies and procedures to be implemented throughout the State.

**EXAMPLES OF WORK:** (Cont.)

Forecasts, recommends and monitors the travel and equipment budget for staff to ensure the availability of necessary resources.

Acts as the Department of Taxation's representative to State Board of Equalization proceedings including advising the Board on appraisal practices, procedures and policies of the Department and on the Board's compliance with statutes and regulations; scheduling and coordination of taxpayer hearings; preparation and presentation of expert testimony; training county boards of equalization in valuation methods and compliance issues; and assisting the deputy attorney general in the preparation of State Board cases which are heard in District or Supreme Court.

Gathers and assists in evaluating data pertaining to bill draft requests and fiscal notes required by the legislature and composes a Department response. Conducts other research concerning the regulation of assessments as requested.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:** (These may be acquired on the job and/or needed to perform the work assigned.)

Knowledge of Nevada's taxation laws and corresponding regulations in order to direct and regulate assessment of property in Nevada. Knowledge of the State Administrative Manual, Nevada Administrative Code and Rules for State Personnel Administration. Knowledge of supervisory techniques including disciplinary processes, motivation, employee evaluation and the development of work performance standards.

**ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:** (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Knowledge of appraisal methods, principles and practices in order to independently value real and personal property. Knowledge of technical and legal terminology, documents, descriptions, etc.

Skill in algebraic, geometrical and technical math in order to correctly calculate and/or verify computations of land parcels.

EDUCATION AND/OR WORK EXPERIENCE:

I

Graduation from an accredited college or university with a Bachelor's degree in business or closely related field and three years of appraisal experience for tax purposes of which two years were in a supervisory capacity; OR

II

Two years of experience as a Property Appraiser II in Nevada State service; OR

III

An equivalent combination of education and experience.

LICENSE:

Certification as a property tax appraiser by the State of Nevada.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>7.426</u>
ESTABLISHED:	07/01/79
REVISED:	05/31/79PAC
REVISED:	11/20/79-3
REVISED:	04/11/86
REVISED:	07/18/86
REVISED:	07/01/89R
	09/22/89PC
REVISED:	07/01/93P
	09/24/92PC